



**REQUEST FOR PROPOSALS  
(RFP) # FY 2016-2017-001**

**INFLOW AND INFILTRATION STUDY AND ANALYSIS  
CONSULTANT COMPETITIVE NEGOTIATION ACT  
(CCNA)**

**EXHIBIT I - SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
DEPARTMENT OF PUBLIC WORKS  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION / INFORMATION

### **PURPOSE AND PROJECT SCOPE**

In accordance with Florida Statutes, Chapter 287, Section 287.055, Consultants' Competitive Negotiation Act (CCNA), the City of Hallandale Beach (City) is soliciting interested firms that are qualified engineering/consulting firms to prepare an Inflow and Infiltration (I/I) Study that will help identify and eliminate significant I/I sources within the City's collection system.

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in the scope of work below. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

The funds for this project are through a State Revolving Loan in the amount of \$550,000.00, which shall include design, study and analysis, contract administration fees, permit fees and impact fees if applicable, and any other task associated with the completion of the project as stated in the project scope and the contract documents. The project completion date is February 2018.

### **Minimum Qualification Requirements – MQRs:**

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated.

**Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

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**Non-Mandatory Pre-Proposal Conference:**

For this project the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

**Background:**

The City of Hallandale Beach (City) has performed studies and rehabilitation work over many years to reduce infiltration and inflow (I/I) throughout its wastewater collection system. In December of 2011, the City contracted with a consultant, Hazen and Sawyer, to complete a Phase 1 Sanitary Sewer Evaluation Survey (SSES) to assess the magnitude of I/I system-wide, and to prioritize pump station collection areas (basins) for subsequent detailed investigation and rehabilitation. The City's recent I/I reduction efforts have focused on the basin prioritization presented in the 2011 Phase 1 SSES.

The Florida Department of Environmental Protection (FDEP) recently approved the City for a low interest loan under the State Revolving Fund (SRF) to continue investigation and rehabilitation work to reduce I/I. The project was placed on the fundable portion of the FDEP Water Pollution Control SRF Priority List for Fiscal Year 2015 at the hearing conducted on May 13, 2015. The FDEP approved \$550,000 for investigation and planning, and it is expected that additional funding will be made available in the future for the construction phase of the program.

**The activities under the initial funding must be completed by February, 2018.**

To support the City's objectives related to the development and implementation of a SRF-funded I/I reduction program, the consulting firm shall assist in detailed investigation of basins identified as priorities in the Phase 1 SSES, develop a rehabilitation plan including prioritized repair recommendations and cost estimates, and generate contract documents for the construction phase to assist the City in procuring rehabilitation contractors pursuant to FDEP requirements.

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**SCOPE OF WORK:**

The following tasks shall be provided under this RFP:

- Task 1. Technical Specifications for Closed-Circuit Video Inspection
- Task 2. Mainline Video Review
- Task 3. Lateral Video Review
- Task 4. Smoke Testing
- Task 5. Night Flow Isolation
- Task 6. Manhole Inspection
- Task 7. Sanitary Sewer Evaluation Survey Report with Rehabilitation Plan
- Task 8. Technical Specifications for Rehabilitation Contract Documents
- Task 9. Office Engineering and Management
- Task 10. Additional Optional Services

**Task 1 – Technical Specifications for Closed-Circuit Video Inspection**

- a. Prepare the technical specifications and bid form for cleaning and video inspection of gravity sewer mains and laterals. The bid form will be based on estimated quantities to be developed based on discussion with the City. The objective is to use the bid process to arrive at a contract with a specialty contractor who can perform the necessary work using unit costs. This will allow City to issue inspection task orders at contracted unit cost prices.
- b. Issue a draft copy of the contract documents to City for review.
- c. Incorporate City review comments in revisions to the contract documents and provide copies of the contract documents for the City's use in soliciting competitive bids.
- d. Attend a pre-bid conference with prospective contractors, if requested.
- e. Provide assistance to the City during the bidding of the project. Reply to bidder's questions and prepare draft addenda, if required, to be furnished electronically to the City's Procurement Department.

**Task 2 – Mainline Video Review**

- a. Analyze videotapes provided by a specialty sewer inspection contractor or by the City.
- b. Record and document the nature and location of pipe conditions that may require intervention and/or correction, including offset or separated joints, protruding or

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damaged service connections, roots or solids accumulations, cracked or broken pipe, and any other defects that may permit groundwater infiltration or compromise structural or operational integrity. Develop infiltration estimates, repair recommendations, and estimated costs as warranted.

- c. Identify “suspect” laterals to be inspected at a later time using specialized equipment.

### **Task 3 – Lateral Video Review**

- a. Analyze videotapes provided by a specialty sewer inspection contractor or by the City.
- b. Record and document the nature and location of pipe conditions that may require intervention and/or correction, including offset or separated joints, protruding or damaged service connections, roots or solids accumulations, cracked or broken pipe, and any other defects that may permit groundwater infiltration or compromise structural or operational integrity. Develop infiltration estimates, repair recommendations, and estimated costs as warranted.

### **Task 4 – Smoke Testing**

- a. Place door hangers in advance of the smoke testing to advise local residents in English and Spanish of the tests.
- b. Provide adequate notification to the Fire Department and Police Department of the anticipated smoke testing schedule.
- c. Ensure that operators who participate in the smoke testing are trained and briefed in the handling of residents and business owners who discover smoke in their buildings or in their yards.
- d. Smoke test gravity sewer mains using a high volume blower, along with smoke canisters or liquid smoke to generate the smoke. Smoke will be non-toxic, odorless, and non-staining.
- e. Document each case of smoke coming out of the ground, catch basins, pipes and other sources during the test and record the following information –
  - i. Date and personnel.
  - ii. Street address.
  - iii. GPS coordinates of the smoke source.

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- iv. Area and type of surface drained by the leak.
  - f. Designation as to whether defect is located on public (utility) property or private (customer) property, pursuant to guidance to be provided by the City.
    - i. Description of the defect to facilitate follow-up location and repair.
    - ii. Digital photograph of smoke coming out of the ground, catch basins, pipes and other sources during the test. To the extent possible, photographs will show the maximum amount of smoke from the leak, the exact source of smoke, and the location of the smoke with reference to some recognizable topographic feature such as a building.
  - g. Provide a letter report for each basin including smoke inspection forms and the following additional information :
    - i. A location map showing the location of each smoke source with respect to streets and avenues. The location map shall be of a scale suitable to allow the City and/or its contractors to find the approximate location of the smoke source.
    - ii. A photograph showing the exact location of the smoke source along with the date, address, GPS coordinates, description of the smoke source, and indication as to whether the smoke source is on private or public property.
    - iii. A summary table for the basin including, for each smoke source, the street address, longitude and latitude, description, public/private designation, and page number of associated photo in report. This summary table shall also be provided in electronic format (Microsoft Excel).

#### **Task 5 – Night Flow Isolation**

- a. Analyze the system and select locations for night flow isolation.
- b. Access the manholes during the night flow period and document observations regarding sources and estimated rates of flow.
- c. Provide a brief summary report upon completion with findings and recommendations for follow-up video inspection and/or repair actions as warranted.

#### **Task 6 – Manhole Inspection**

- a. Determine the physical condition of manholes and use information obtained during the physical survey to estimate rehabilitation costs and select method.

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- b. Identify problem areas, such as buried manholes, and help verify the sewer maps.
  - c. Inspect each manhole with the use of a strong artificial light or reflected sunlight and record the following data –
    - i. Manhole designation.
    - ii. Manhole size and opening.
    - iii. Number and size of holes, if any, in manhole covers.
    - iv. Cover defects enabling inflow into the system.
    - v. Susceptibility to ponding (whether the cover would become submerged in wet weather).
    - vi. Sketch of invert showing direction of flow.
    - vii. Construction materials and conditions of cover, frame, rings, corbels, walls, steps, aprons and troughs.
    - viii. Quantification of visible sources of infiltration.
    - ix. Special problems and conditions, such as surcharges and bypasses.
    - x. Type and amount of debris in the manhole.
    - xi. Incoming and outgoing sewer lines connected to the manhole.
  - d. Safety procedures will be strictly followed during the manhole inspection phase. Traffic will be rerouted by means of traffic cones when manholes are located in the street. After manhole covers are removed, gas detectors will be used to determine the presence of hydrogen sulfide (H<sub>2</sub>S) and methane (CH<sub>4</sub>) gases if required for manhole entry. Photographs will be taken to document the manhole physical conditions.

**Task 7 – Sanitary Sewer Evaluation Survey Report with Rehabilitation Plan**

- a. Develop a report to document data collection and analysis tasks completed throughout the project including night flow isolation, manhole inspection, smoke testing, and video inspection and review. Estimate flow rates associated with I/I sources, confirm preliminary repair recommendations, and present recommendations and a planning level repair cost estimate.
- b. Prioritize the recommended rehabilitation work based on cost-effectiveness and other factors. Rehabilitation of a collection system main line, manhole or service line is typically termed "cost-effective" when the cost of rehabilitation to remove a given amount of extraneous flow is less than the cost of continuing to transport, treat, and dispose of that same amount of extraneous flow over a selected time period. The cost-effectiveness analysis involves the following steps –

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- i. Estimate the cost of rehabilitation of each main line, manhole, or service line defect.
    - ii. Calculate the approximate cost to transport, treat, and dispose of the extraneous flow associated with that defect.
    - iii. Compare the costs developed in the previous two steps and determine the “payback period” of the repair (the number of years to recover the repair cost).
  - c. Other factors are considered in addition to cost-effectiveness. Factors such as structural condition, public nuisance, health hazards, system hydraulics, and operation and maintenance demand may become the determining factor as to whether a given repair is assigned a higher priority for rehabilitation.
  - d. Generate rehabilitation summary tables that identify each defect and provide the following associated information.
    - i. Collection basin number.
    - ii. Upstream and downstream manhole number.
    - iii. Pipe length, diameter, depth and material.
    - iv. Defect description, I/I quantification, recommended repair method, estimated repair cost, and estimated payback period.
  - e. Sort and organize the rehabilitation summary tables by drainage area, repair category, and payback period. Rehabilitation summary tables can be used to develop contractor task assignments to be awarded in the rehabilitation program under a subsequent phase of work.
  - f. Provide copies of draft report for review by City.
  - g. Meet with City to review draft report.
  - h. Provide two bound copies and one electronic copy (PDF format) of the final report.

**Task 8 – Technical Specifications for Rehabilitation Contract Documents**

- a. Organize the rehabilitation program based on repair technologies and quantities. Similar or related technologies will be grouped to facilitate the performance of the work by specialty contractors or by the City. It is expected that the below-listed “Groups” will be considered for detailed development in contract documents to be bid. All Groups will include those ancillary items that are typically necessary such as bypass pumping and traffic control. Repair types selected for inclusion will be those (a) that City does not elect



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to perform with its own forces and (b) for which a sufficient need is known or anticipated to exist

- i. Group A – Excavated Point Repairs: Point repairs, cleanout installation, surface restoration, and television survey.
  - ii. Group B – Manhole Rehabilitation: Manhole frame and cover replacement, manhole liner installation, and replacement of entire manholes.
  - iii. Group C – Mainline Lining: Cured-in-place and fold-and-form pipe lining for gravity mains, and associated work such as cleaning and preparation, lateral reinstatement, and television survey.
  - iv. Group D – Sectional and Lateral Lining: Cured-in-place lateral liner and mainline sectional liner installation, cleanout installation, and television survey for mains and laterals.
- b. Prepare the technical specifications and bid form for groups selected from among the previously noted technologies, along with an engineer's estimate. The bid form and engineer's estimate will be based on estimated quantities to be developed based on discussion with the City – the actual amount of work awarded may be more or less depending on the needs identified through ongoing inspection and prioritization. The objective is to use the bid process to arrive at contracts with specialty contractors who can accomplish the selected repairs at unit costs. This will allow City to issue sewer rehabilitation task orders to selected specialty contractors at contracted unit cost prices.
- c. Issue a draft copy of the contract documents to City for review.
- d. Incorporate City review comments in revisions to the contract documents and provide copies of the contract documents for the City's use in soliciting competitive bids.
- e. Attend a pre-bid conference with prospective contractors, if requested.
- f. Provide assistance to the City during the bidding of the project. Reply to bidder's questions and prepare draft addenda, if required, to be furnished electronically to the Procurement Department.

#### **Task 9 – Office Engineering and Management**

- a. Coordinate office and field staffs. Act as liaison between the City and the inspection contractor. Manage and organize inspection documentation generated by Consultant, contractor, and City personnel.
- b. Prepare and submit periodic status reports to the City. The reports shall provide a

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description of work performed, significant findings, issues requiring resolution, and contractor-provided scheduling information.

- c. Attend periodic meetings with City in association with the work performed under the previous tasks. It is anticipated that meetings will generally be held every one to two months to review the program status and work performed, discuss potential problem areas and issues requiring resolution, and establish schedules and action items for future work.

#### **Task 10 – Additional Optional Services**

Task 10 is intended to provide a means for the performance of additional related tasks on an as-needed basis, if requested and authorized by City.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered and to be evaluated.

**Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

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**Minimum Qualification Requirement # 1: Similar Projects**

Firm must have completed two (2) projects of similar size and scope as to the requested services in this RFP within the past five (5) years.

In order to provide a response to this MQR, firm(s) must utilize the tables below to respond to the MQR for all proposed firms that will be providing the services through this project.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 2, as well as, the scope of work required and addressed in this RFP.	

**Minimum Qualification Requirement # 2: Years' in Business provision of Sunbiz.**

Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier.

**Minimum Qualification Requirement # 3: Licenses**

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

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## EVALUATION PROCESS:

An Evaluation Committee may select the highest ranked proposers for oral presentations.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein for clarification purposes. City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award an Agreement.

Oral Presentations may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

- All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

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## REFERENCES:

References will be required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on Page 22-27 of Exhibit II to the number of references requested and submit with your firm's response.

Each firm responding to this RFP must provide five (5) verifiable references for project of similar scope as outlined in this RFP. Your firm must send and obtain a completed Reference Check Form as found on page 22-27 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

**Do not provide more or less than five (5) references.**

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of proposal. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the references which were submitted with the firm's response.

Each firm must also list the following information for each of the references provided.

- Name of firm-company for which work was provided.
- Name of Reference (Project Manager) charged with managing said project.
- Type of project. Year project started and was completed.
- Dollar amount of project, including change orders.
- Phone # for Reference (Project Manager).
- Updated email address for Project Manager.

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## DEFINITIONS

**“Award”** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, with the exception of emergency purchases.

**“City”** the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

**“City’s Contract Administrator”** means the City’s representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

**“Contract” and “Contract Documents”** means the Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

**“Consultant”** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**“Local City of Hallandale Beach Vendor”** pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

**“Notice to Proceed”** means the written notice given by the City to the Consultant of the date and time for work to start.

**“Project Manager”** means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

**“Proposal”** means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

**“Proposer”** means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

**“Proposal Documents”** the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

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## CONTRACT TERMS

The term of the Agreement shall be for a period of one (1) year.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

## CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of Ethics, any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drives are tested for this function before submission.** Do not place password on the thumb drives. Provide one (1) thumb drive with your firm's submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.



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**PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.**

**The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 15. Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost your firm points for information that is not easily found.** The information must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals or CDs will be accepted.

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drives are tested for this function before submission.** Do not place password on the thumb drives. Provide one (1) thumb drive with your firm's submittal.

**The outline for items # 1 through # 15 below must be followed by your firm's written proposal.**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

In order to be eligible for evaluation, all firm(s) responses to this RFP must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm(s) must meet the MQRs stated below in order to be eligible for evaluation of their response/submittal. If firm is proposing work to be provided by more than one (1) firm, **all proposed firms** must meet and provide the MQRs with the response/submittal.

While additional data may be presented, the information requested in items 1 through 15, **must be included**. Items 1-15 represent the criteria against which proposals will be evaluated.

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**1. Title Page**

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

**2. Table of Contents**

Include clear identification of the material by section and by page number.

**3. Cover Letter**

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

All documents and transmittal letter must be executed by a duly authorized officer of the firm. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: [www.sunbiz.org](http://www.sunbiz.org). Your firm must provide a copy your firm's Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

**4. Executive Summary**

The Proposer shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include an identification of the proposed team, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

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**5. Minimum Qualification Requirements (MQRs)**

Ensure that within this section your firm includes the MQRs portion outlined and requested below.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

**Minimum Qualification Requirement # 1: Similar Projects**

Firm must have completed two (2) projects of similar size and scope as to the requested services in this RFP.

In order to provide a response to this MQR, firm(s) must utilize the tables below to respond to the MQR for all proposed firms that will be providing the services through this project.

Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this RFP.	

**Minimum Qualification Requirement # 2: Years' in Business provision of Sunbiz.**

Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier.

**Minimum Qualification Requirement # 3: Licenses**

Proposing firm must provide copies of all applicable licenses with their response, if any. If none are required by County and State, you must so state in your firm's response.

**6. Exhibit II – Required Forms – Pages 15-27:**

- a. Variance Form
- b. Proposal Submitted by Form
- c. Payment Terms
- d. Public Entity Crime Form
- e. Domestic Partnership Certification Form
- f. Conflict Of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Reference Check Forms from five (5) references

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**7. Firm's Qualifications and Experience**

- a. Firm must demonstrate past experience having provided similar scope/elements. In addition, firm must provide a list of projects and contact resources.
- b. Provide an explanation of why your firm is the best qualified to perform the services as outlined in the RFP.
- c. Particular emphasis shall be given as to how the firm's experience in similar projects scope and complexity will be directly beneficial to the City in provided the services outlined in this RFP.
- d. Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP.
- e. Describe the experience, qualification and other vital information, including relevant experience on similar projects to confirm these requirements specifically addressing the Minimum Qualification Requirement of Years' in Business five (5) years.
- f. Describe your company's resources and capabilities with respect to the scheduling (specific computer programs, cost control, quality control and project coordination with design team, sub consultants, as well as, the City.

**8. Project Team's Experience/Qualifications**

- a. Provide a list of the personnel to be used on this project and their qualifications. A resume of key management personnel, including education, experience, and any other pertinent information shall be included for each member to be assigned to this project. Team's experience and qualifications must include the design team.
- b. Provide the name of the person who will be assigned to the City as the principal point of contact and having authorization to make representations and agreements on behalf of the firm.
- c. Provide a table of organization, setting forth the positions, functions, and roles to be performed by key staff and sub-consultants.

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**9. Past Performance (References)**

The City will send the references your firm provided a request for verification via email within no later than two (2) business days from receipt of proposal. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be affected.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's proposal.

Each firm must also list the following information for each of the references provided.

- Name of firm-company for which work was provided.
- Name of Reference (Project Manager) charged with managing said project.
- Type of project. Year project started and was completed.
- Dollar amount of project, including change orders.
- Phone # for Reference (Project Manager).
- Updated email address for Project Manager.

**10. Proposer's Approach to the Project**

- a. Describe your firm's understanding of the project goals.
- b. Clearly state the Firms project development activities.
- c. Discuss anticipated challenges.
- d. Discuss desired objectives.
- e. Discuss Project delivery.
- f. Discuss Engagement and approval of City staff.
- g. Discuss cost containment within budget.
- h. Discuss any other information regarding the proposer's approach to the project.
- i. Describe your firm's strength and success in these type of projects.

**11. Implementation Plan**

Please provide your firm's implementation plan including a project schedule that includes a list of tasks and any additional field investigation or exploratory work to be performed, and the proposed deliverables.

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**12. Legal Proceedings**

**No points for this criteria.**

- a. Arbitrations: List all construction arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- b. Lawsuits: List all construction related lawsuits (other than labor or personal injury litigation) filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.
- c. Other Proceedings: Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health administration concerning the project safety practices of your company in the last five years. Identify the nature of any proceeding and its ultimate resolution.
- d. Bankruptcies: Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

**13. Minority Business Certification**

If a proposing firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and the firm submits proof of a valid certification from the Florida Department of Management Services Office of Supplier Diversity, this firm will received the full points for this criteria. The submitted certification will be validated using the Certified Vendor Directory from the Office of Supplier Diversity website, <https://osd.dms.myflorida.com/directories>.

**14. Local City of Hallandale Beach Vendor Preference (LVP): See Exhibit III for further details.**

**15. Community Benefit Plan – BONUS POINTS See Exhibit III for further details.**

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**PROPOSAL EVALUATIONS:**

**Criteria.** Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	criteria listed	MAXIMUM Potential Points
1.	MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criteria has no points. If your firm does not provide all the required MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Firm’s Qualifications and Past Experience	20
3.	Project Team’s Experience/Qualifications	10
4.	Past Performance (References)	15
5.	Proposer’s Approach to the Project	25
6.	Implementation Plan	15
7.	Minority Business Certification	5
8.	Local Vendor Preference*	2.5-10
	TOTAL POINTS **	100
BONUS	Community Benefit Plan	(0-15)

\*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

\*\*Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.



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**SUBMITTAL DUE DATE:**

**RESPONSES ARE DUE: JANUARY 9, 2017 NO LATER THAN 11:00AM.**

**RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
**PLACE THE NAME OF YOUR FIRM HERE**  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP # FY 2016-2017-001  
CCNA - INFLOW AND INFILTRATION STUDY AND ANALYSIS

**NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, the City's Local Vendor Preference and Community Benefit Plan. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **December 8, 2016 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [tcamai@cohb.org](mailto:tcamai@cohb.org) no later than **December 12, 2016 no later than 11:00 A.M.**

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**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

The total budget/funding for this project is based on the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan of \$550,000. It is expected that additional funding will be made available in the future for the construction phase of the program.

**REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE**

**THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.**

RFP DOCUMENT RELEASED	DECEMBER 1, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	DECEMBER 8 ,2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN DECEMBER 12 , 2016 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>JANUARY 9, 2017</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	JANUARY THROUGH FEBRUARY, 2017
ORAL INTERVIEWS – (IF REQUIRED)	JANUARY THROUGH FEBRUARY, 2017
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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### **INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.

### **QUESTIONS REGARDING RFP:**

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.